

Chambers Procedures

1. Communications.

(A) Communications with chambers, other than filings, should be made in writing. Counsel are not to call a judge's law clerks or executive assistants/secretaries, except to initiate conference calls. Counsel may contact a judge's case manager (see list on Court's Web Site, www.cit.uscourts.gov) by telephone with specific procedural questions. Counsel are advised to consult the Rules of Court prior to any request or inquiry.

(B) Counsel shall serve copies of communications with chambers on all parties to the litigation.

2. Briefs and Appendices. For the purposes for this section, "briefs" are considered to be briefs, memoranda or written comments filed after remand, but not appendices.

(A) Format.

(1) Pursuant to Rule 81(f), briefs shall be in font type no smaller than 12 point, and shall be double-spaced with one inch margins. Briefs filed other than by using the Court's CM/ECF system shall simultaneously also be filed in an electronic medium (3.5 diskette or CD-ROM) in WordPerfect format. When the disk contains a document converted from Word to WordPerfect, it is permissible for format of the electronic version to vary slightly from the hard copy original. The simultaneous filing of an electronic version is required with all public and confidential (clearly labeled as such) briefs and memoranda filed with dispositive motions.

(2) Each document attached to a brief or appendix submitted in non-electronic form shall have an identifying tab with the name of the document on the face of the tab. When submitted in electronic form, the attachment shall include a separator/cover page bearing a legend on its face describing the document, e.g., Tab A and the name of the document.

The tab may be labeled with a letter or number that corresponds to a more fully descriptive index, and the tab sheet also shall reflect the full name of the document. An additional "face sheet" on white paper (which also reflects the full name of the document) shall be included immediately after the tab sheet.

(3) Non-electronic briefs and appendices in trade cases shall be color-coded by covers as follows:

Government - red
Domestic parties - blue
Respondents before agency - green

An additional “face sheet” on white paper (which also reflects whatever language appears on the cover) shall be included immediately after the cover.

(B) Page Limitations. Movant’s and respondent’s briefs shall not exceed 30 pages in length, except in trade cases which shall not exceed 40 pages. Reply briefs in all cases shall not exceed 15 pages. These limitations do not include Appendices and Tables of Authorities and Contents. No brief which exceeds these requirements may be filed without prior written approval of the Court, leave for which will be freely given upon good cause shown.

(C) Citations.

(1) Pursuant to Rule 56.2(c), all citations to the record shall be supported by the attachment of copies from the record, a Table of Authorities and a separate Table of Exhibits.

(2) For all other cases, citations to the record, if any, shall be supported by the attachment of copies.

(3) Citations for the text shall be contained in the text rather than in footnotes.

(4) Counsel, once they become aware of any error in citation or otherwise in a brief, appendix or attachment thereto that they have filed, shall advise the Court of the error via an Errata Memorandum, which shall be served on all parties to the litigation.

3. Attorneys. Pursuant to Rules 75(b) and (e), notices of appearance must be filed as required. All counsel must ensure that the clerk’s office possesses an up-to-date record of counsel’s address and telephone number. Where a change occurs, counsel must alert the clerk’s office of any change in firm name, address or telephone number immediately. The placement of any change on documents filed with the Court is not sufficient.

4. Pleadings, Motions and Other Papers.

(A) Courtesy Copies. Courtesy copies of submissions to the Court shall not be sent to the clerk’s office or to chambers. This shall not prohibit a judge, when exigencies require, from requesting a courtesy copy of an expedited filing. The transmission of a courtesy copy to chambers will not affect the filing date of the submission.

(B) Bindings. Pursuant to Rule 81(f), pleadings, papers, and documents shall be bound or attached on the top left-hand margin by a staple, or paper or butterfly/binder clip and shall not be solidly bound. **In the alternative, exhibits must be bound on left side (i.e., ring binder, spiral notebook, etc.) and independently sequentially numbered.**

(C) Orders. A signature page must contain the court number and sufficient text so that the page is identifiable with the order. A judge will not sign any order for which the signature line is separate from the text of the document.

5. Time Limits for Oral Arguments. A judge may establish time limits for oral arguments prior to the argument and shall so advise the parties accordingly.

6. Extensions of Time. See Rule 6(b).

7. Changes to transcripts. Any proposed change to a transcript shall be made by written motion.

8. Scheduling Letters, R.16 and R.56.2 Scheduling Orders, and Post-Assignment Orders. Draft letters and scheduling and post-assignment orders shall continue to be provided by each chambers as it deems appropriate.